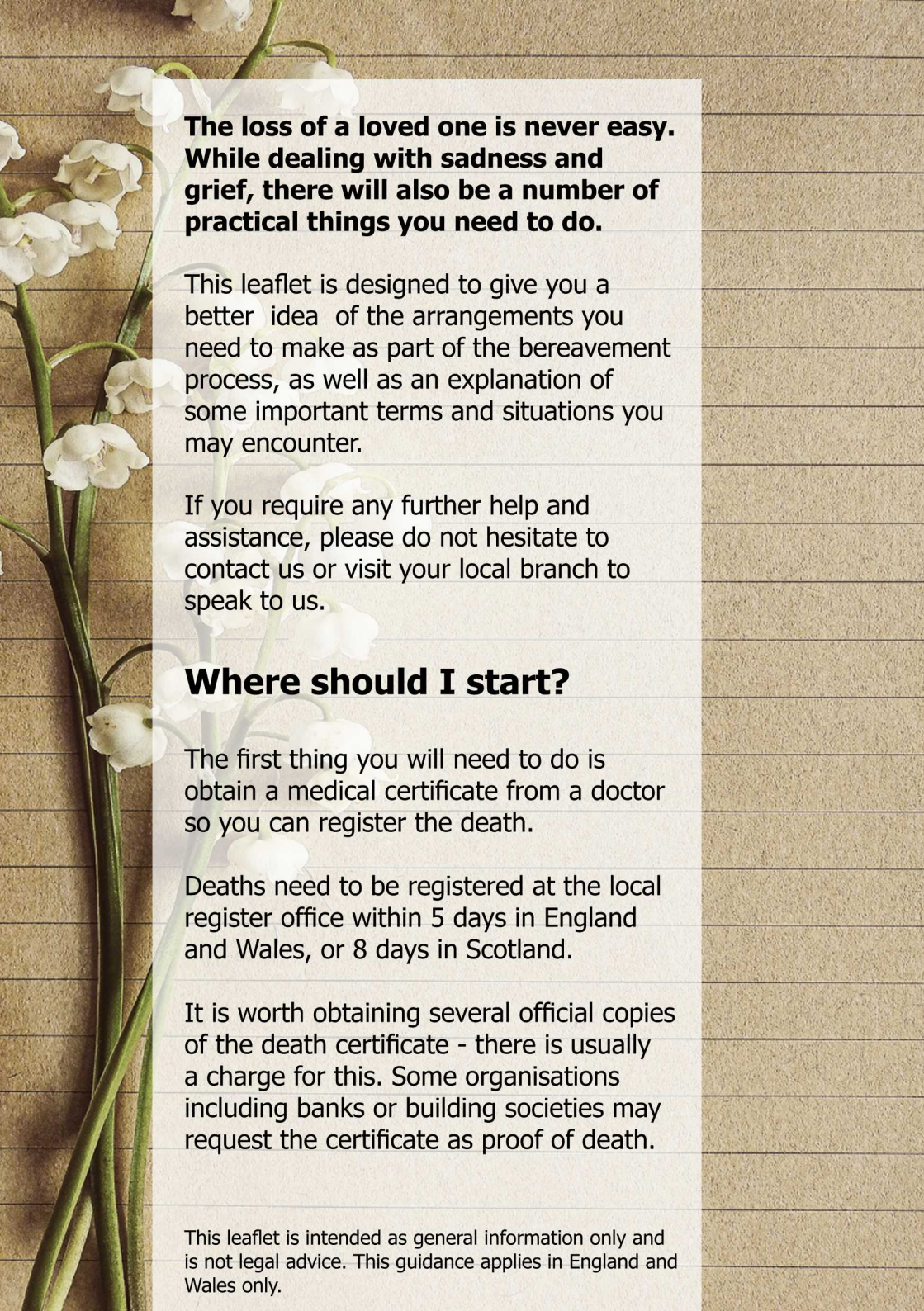


A close-up photograph of several pink cherry blossoms with yellow centers, set against a bright, slightly blurred background. The flowers are in various stages of bloom, with some fully open and others as buds.

Handling affairs after bereavement

esbs

 as individual as you



The loss of a loved one is never easy. While dealing with sadness and grief, there will also be a number of practical things you need to do.

This leaflet is designed to give you a better idea of the arrangements you need to make as part of the bereavement process, as well as an explanation of some important terms and situations you may encounter.

If you require any further help and assistance, please do not hesitate to contact us or visit your local branch to speak to us.

Where should I start?

The first thing you will need to do is obtain a medical certificate from a doctor so you can register the death.

Deaths need to be registered at the local register office within 5 days in England and Wales, or 8 days in Scotland.

It is worth obtaining several official copies of the death certificate - there is usually a charge for this. Some organisations including banks or building societies may request the certificate as proof of death.

This leaflet is intended as general information only and is not legal advice. This guidance applies in England and Wales only.

Dealing with the Estate

When somebody passes away, everything they own is usually distributed in accordance with their Will (if they had one.) This may include cash, savings, stocks and shares, personal possessions and owned property; jointly owned property often passes automatically to the surviving owner.

The executor is the person named in the Will to administer the estate and follow the instructions set out in the Will. If there is no Will, the Probate Courts will appoint an individual, called an administrator, to administer the estate.

Executors receive a Grant of Probate, and administrators receive Letters of Administration from the Probate Registry. Executors and administrators may also be referred to as Personal Representatives (PRs).

Applying for a Grant of Probate or Letter of Administration may take anywhere from three to nine months or longer, depending on the complexity of the deceased's affairs.

Your local Probate Registry will be able to give you up to date information on the current charges for their services.

You may not need Probate/ Letters of Administration if:	You may need Letters of Administration rather than Probate if:
<ul style="list-style-type: none">• the bank or building society account is held in joint names• the amount held by the deceased is small enough to not warrant probate	<ul style="list-style-type: none">• the deceased did not leave a Will, or the Will is invalid• there are no executors named in the Will• the executors have pre-deceased or are unwilling to act

Account Holders

Once you have obtained the death certificate or a Coroner's Certificate of the Fact of Death, or a Death Certificate Verification Form completed by a legal services provider, please contact us or visit your local branch and we can help you begin the process. You will also need to provide:

- the name and contact details for all executors or administrators; this is so we can write to them and keep a record of who is entitled to sensitive information
- the relevant account passbooks
- identification for executors or administrators when required

Once we have been notified of a customer's death, we will begin the registration as soon as possible. It is vital that the Society sees proof of death before information can be released.

Joint Accounts

Control over the account will transfer automatically to the surviving account holder. A new passbook will be issued to the surviving account holder.

Sole accounts with balances less than £500

If the combined balances of all accounts held by the deceased (excluding joint accounts) is less than £500, we can release funds to anyone who claims to be entitled to these funds on receipt of the original death certificate (or certified copy), a completed Declaration and Indemnity form and an authority to close the account signed by the PRs.

Sole accounts with balances between £500 and £15,000

If the combined balanced of all accounts held by the deceased (excluding joint accounts) is between £500 and £15,000, we can release funds to anyone who claims to be entitled to the funds on receipt of the original death certificate (or certified copy), a completed Statutory Declaration and Indemnity form witnessed by a solicitor or commissioner of oaths and an authority to close the account signed by the PRs.

Sole accounts with balances over £15,000

If the combined balance of all accounts held by the deceased (excluding joint accounts) is over £15,000, we cannot usually release funds until we are in receipt of a Grant of Probate or Letters of Administration.

However, prior to this and upon receipt of appropriate signed and completed indemnity and withdrawal forms, we can allow withdrawals as follows:

1. Cheque payable to a funeral director for funeral expenses (invoice from funeral director required.)
2. Cheque payable to HMRC or the Probate Registry (demand or confirmation of outstanding tax liabilities of the deceased required.) Indemnity form must be completed and signed by a solicitor.

Faster payments or standing orders paid into the account

You should arrange for any future payments arranged by the deceased to others to be cancelled as soon as possible. You will need to contact the organisation sending the payments in order to cancel standing orders. Once the account has been closed, any further payments will be returned to the originating source.

Business Accounts

If the deceased held a business account, there may be additional issues to be resolved. Please contact us or call into your local branch for further information.

Terms explained

Probate

The process of verifying the Will with the Probate Registry. This gives the executor of the Will the legal right to deal with estate matters in accordance with the Will.

Will

A legal document that provides instructions for what the executors must do following the death of the testator (person the Will belongs to.) This document names the executors and may also give instructions for funeral arrangements.

Estate

The money, possessions and property owned by the deceased person.

Net Estate

The value of the estate after deducting due debts, taxes and funeral expenses.

Registrar of Births, Deaths & Marriages

The person who records the death.

Death Certificate

Document showing the entry of the death on the Registrar's records.

Beneficiary

An individual(s) who benefits from the terms of the Will.

Executor

The individual(s) named in the Will who handles probate and deals with estate affairs after the death.

Administrator

An individual who is entitled to apply for Letters of Administration where no named executors can, or are willing to, act.

Personal Representatives

The people in charge of estate administration. These can be comprised of executors or administrators.

Letters of Administration

Legal document provided by the Probate Registry to allow an administrator to deal with the estate.

Statutory Declaration and Indemnity

Legal document provided by the Society for the completion of PRs, entitling them to deal with the small estate (balances less than £15,000). Must be completed by PRs and witnessed by a solicitor or Commissioner of Oaths.

Contact Us

By post:

Earl Shilton Building Society
22 The Hollow
Earl Shilton
Leicester
LE9 7NB

01455 844422

enquire@esbs.co.uk

www.esbs.co.uk.

Further help and information

You will find further information on bereavement at our estate planning partner organisation's website,
www.accordlegalservices.co.uk.



esbs

as individual as you

This guide was authored by
Accord Legal Services, a national
provider of estate planning services.

01744 807048

www.accordlegalservices.co.uk

51A Ormskirk Street, St Helens, WA10 2SY

22 The Hollow, Earl Shilton,
Leicester. LE9 7NB

tel: **01455 844422** email: enquire@esbs.co.uk

web: www.esbs.co.uk

Calls may be recorded for training and monitoring purposes.

Earl Shilton Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.